
Child Development Home Subsidies

Chapter 6

CDH SUBSIDY OVERVIEW AND AUTHORIZATION

Public Law 104-106, Military Family Act of 10 February 1996 authorizes the use of appropriated funds (APF) to provide cash payments to CDH providers to help make center-based and home-based child care equitable for active duty military parents. The Subsidy should not be considered a subsidy to an independent contractor (the CDH provider), but viewed as a relief for child care costs which would be otherwise transferred to the active duty family members.

CDH is a more cost effective and flexible way to meet changing demographics and increase program capacity. Today 66% of Navy CDH programs offer some form of direct cash subsidies. The Navy goal is for 95% participation by FY03.

OPNAVINST 1700.9D prohibits commanders from mandating CDH parent fees unless a direct cash subsidy is offered. Although funding is not specifically targeted for CDH subsidies, APF savings from implementing child development program MEOs can be used for this purpose. Chapter 8 provides budgeting guidance and worksheet to project costs.

The following guidance has been coordinated with the MWR Legal Counsel (PERS-658L) and MWR Financial Management Branch (PERS-652).

**CDH SUBSIDY
OVERVIEW
AND
AUTHORIZATION
(cont.)**

There are two authorized categories of CDH subsidies discussed in this chapter.

Direct Care Cash Subsidies: These provide incentives for CDH providers to care for infant and toddlers and can also be targeted to meet specific requirements such as hourly, extended hours care, special needs and back-up care.

APF direct care cash payments were first offered in the Southwest and Northwest Regions in 1995 in an effort to meet the demand for child care within current funding levels. A 1998 Center for Naval Analyses (CNA) Study validated that the test was successful in expanding the number of CDH providers and increasing available child care spaces. Additionally, CNA found that subsidies were successful in shifting the more expensive infant/toddler care from centers to homes.

Cash And Non-Cash Recruitment and Retention

Incentives: Cash and non-cash incentives are authorized for recruitment and retention of CDH providers. The 1999 Navy FCC Research Project by MACRO International determined that using recruitment and retention incentives could reduce the high CDH provider turnover rate (50-70%) by making it financially viable for them to stay in the profession. When surveyed during the MACRO Research Project, customers rated instability of providers as a leading dissatisfier. Therefore, retention incentives (increased subsidies for completed training, accreditation, etc.) that reduce turnover rate can also increase the perception of users that CDH is a reliable and high quality service.

Attachment (1) is a comprehensive sample SOP that can be tailored for local or regional use. The sample incorporates all types of authorized subsidies.

ELIGIBILITY	Direct care cash subsidies are authorized for children of active duty military family. All Navy certified CDH providers are eligible for recruitment and retention indirect subsidies (e.g., recruitment, training incentives, lending library, etc.).
CATEGORIES OF CDH SUBSIDIES	The following subsidy programs are available to expand and improve affordable, quality child care:
DIRECT CARE CASH SUBSIDIES	<p>Full-time Care. Subsidizes parent weekly fees for children 4 weeks to 35 months old, of active duty parents. Parents pay fees within the required DoD fee ranges based on total family income (typically identical to CDC fees but CDH fees may be lower to shift the balance of infants). Command sets the ceiling based on market rates and local demand (e.g., ages of care needed, etc.) and command reimburses the provider the difference between the parent fee and the ceiling.</p> <ul style="list-style-type: none">• Multiple Child Family Discounts: Subsidies may be offered to encourage CDH providers to accept multiple child families. While full-time children ages 3-5 are not normally subsidized in CDH, if they are the sibling of a subsidized 4 weeks to 35 months old, they would be offered care for the same weekly rate. This will equalize comparable discounts offered in CDCs and not penalize CDH providers. If a sibling discount is offered at the CDC (not to exceed 10%) the same discount can be provided in CDH.• Activities may subsidize full-time care for children ages 3-5 if they can justify the need and have local funding. Justification must include the fact that there are no available 3-5 year spaces in Navy CDCs within a reasonable geographic distance from home or workplace. (The intent of limiting the CDH subsidy to children under 35 months (except for siblings) is to shift older children back into centers which provides for socialization skills and helps get them ready for school and is cost effective to the government. If there are 3-5 year old vacancies in centers (which may

**DIRECT CARE
CASH SUBSIDIES**

increasingly be the case considering the increase in state and federal funded pre-school programs) in essence the Navy is funding a slot twice if the center vacancy exists and the slot is subsidized in CDH.)

- **Hourly Care, Extended Hours, Weekends, Back-up Care.** Commands can subsidize children in care 4 weeks to 5 years for hourly, evening, weekend, and back-up care at a specified rate. For example, a provider cares from two full-time infants, but also provides back-up care, evening care for shift workers, and hourly care on an as needed basis.
- **Special Needs Care.** This subsidy can encourage CDH providers to accept children with special needs. Special needs children will be determined as defined by the Americans with Disabilities Act and on a case by case basis. Medical documentation and a review by the command Special Needs Review Board must be presented to identify condition. An additional amount can be given to the full-time or hourly subsidy.

Designated Hourly Care Homes. Commands can subsidize selected CDH providers who agree to be open and reserve spaces specifically for parents needing hourly care (e.g., drop-in, evening and back-up care). The command will pay a subsidy on a per space per day basis in addition to the fee paid by the parents. The parent fee will be an hourly rate according to the local SOP. Attachment (1) provides a sample SOP.

**NON-CASH
INCENTIVES
TO RECRUIT
AND RETAIN
PROVIDERS**

The following types of incentives to recruit new providers and retain certified providers are encouraged.

Start Up Kits. Items such as child safety locks, art supplies, and curriculum ideas can be provided to defer the cost to the applicant and encourages them to join.

Lending Library For Supplies And Equipment. CDH providers can check out new and serviceable equipment to

**NON-CASH
INCENTIVES
TO RECRUIT
AND RETAIN
PROVIDERS
(cont.)**

help offset initial start-up costs. Supplies and equipment can be purchased with APF or NAF. Equipment will be treated as accountable property in accordance with local SOP. Lending library items can include art supplies, toys, high chairs, cribs/port-a-cribs, fire extinguishers, child safety locks, infant monitors, strollers hardware and accessories to install CDH house flags and supplies needed for special needs children. Local SOP should establish guidance for replacement, maintenance and appropriate return of supplies and equipment.

Marketing Items. PERS-659 will provide a CDH House Flag, t-shirt, outlet covers, keychain, magnet, pen, and CDH plaque to each applicant who successfully completes certification requirements. Local CDH Directors will provide a portfolio with CDH letterhead, notecards, envelopes and calling cards to CDH providers.

Training Support. Providing child care to CDH applicant and provider during the training can be a low cost recruitment incentive. Child care during initial orientation training can be costly for applicants. Providers who do not successfully complete the initial certification training must repay the cost of child care. Child care provided during on-going monthly training can be provided to offset the DoD regulation that active duty spouses can no longer serve as CDH backup providers. This is especially helpful for providers whose spouses are deployed or who provide shift care or evening care when training is usually offered.

Recognition Items. This includes items such as plaques, certificates or medals for significant actions by CDH providers. Awards may include Certificates or Letters of Appreciation, and Department of the Navy Civilian Service, Awards, etc. Actions are to be evaluated on a case by case basis, with recommendations and justifications submitted per local SOP. This recognition would further serve to establish parity between CDH and CDC.

**CASH
INCENTIVES TO
RECRUIT AND
RETAIN PROVIDERS**

Loans for payment of CDH insurance. Installation commanders may elect to loan providers the insurance premium to increase the number of CDH homes by decreasing start up costs. The MWR Fund can provide the interest free loan to be repayable within 30 to 90 days of certification.

**CASH
INCENTIVES
TO RECRUIT
AND RETAIN
PROVIDERS
(cont.)**

Recruitment Bonus. Each certified provider who recruits another provider who stays certified for a minimum of 90 days can receive a cash bonus. There is no limit to the number of applicants a certified provider can recruit, other than caseload numbers driven by the local staffing levels and/or commander.

CDH Training Incentive. To provide equitable incentives for completion of required training with CDC caregivers, each provider can receive a cash bonus for the first annual certification, provided they complete the required 24 hours of monthly training including at least seven modules. Each provider can receive another cash bonus upon the second annual certification, provided they complete 24 hours of monthly training and the remaining six training modules.

CDH Training Grants. This includes Child Development Associate (CDA) credentialing, Military Home Accreditation (MHA), membership in professional associations, and attendance at professional workshops and training beyond the required Navy CDH Standardized Training Plan. The CDH training grant serves as a tool to identify highly skilled and motivated CDH providers. Additional training can be conducted per locally established SOP. Invitational travel orders can be used to subsidize direct costs associated with travel and training for CDH providers (e.g. attend local, state, and national conferences, higher education seminars, etc.). The subsidy can serve as an incentive for CDH providers to improve their knowledge of child development principles and thus improve the quality of care.

**PAYMENT
PROCEDURES**

Payment is authorized through Defense Finance Accounting System (DFAS) or through the MWR business office through Utilization, Support, and Accountability (USA) procedures. Electronic transfer/direct deposit is encouraged. The payment office must complete IRS Form 1099 annually for each participating provider. Procedures used by installations to implement subsidies for CDH providers will not generate revenue for the MWR non-appropriated fund.

Attachment (1)
(SAMPLE CDH Subsidy Program SOP)

NAVSTASMOOTHSAILINST 1754.1E

From: Commanding Officer, NAVSTA Smooth Sailing

Subj: CHILD DEVELOPMENT HOME SUBSIDY PROGRAM (CDHSP)

Ref: (a) OPNAVINST 1700.9D, "Navy Child Development Programs"
(b) Child Development Functionality Assessment Guide
(c) NAVSTASMOOTHSAILINST 1754.1D, "CDH Program"

Encl: (1) CDH Subsidy Forms

1. PURPOSE: To establish procedures for a Child Development Home Subsidy Program (CDHSP). The CDHSP is a function of the Child Development Home (CDH) program and is subject to all requirements of references (a) through (c). Subsidies may include direct care cash incentives, as well as, cash and non-cash recruitment and retention incentives. Payments are made directly to the CDH provider so that parent fees are comparable to those charged in military child development centers.

2. AUTHORITY: The operation of CDH homes and CDHSP are authorized by reference (a). Providing child care in government quarters is a privilege extended to family members at the discretion of the commander. Providing child care as an off-base Navy certified provider is a privilege extended to individuals approved by both the commander and the state licensing authority.

3. ELIGIBILITY:

- a. Parents applying for full-time CDHSP must be active duty military, to include Navy, Air Force, Army, Marine Corps, and Coast Guard.
- b. CDHSP is available to providers caring for full-time children of active duty children ages 4 weeks to 35 months and their siblings ages 3 to 5 years. The sibling subsidy encourages CDH providers to accept multiple child families.

Child Care Functionality Assessment

- c. CDHSP is also available for providers caring for additional children ages 4 weeks to 5 years for extended hours, back-up care, drop-in care, evenings, and weekends.
- d. Designated hourly care spaces are available for all children 4 weeks to 5 years old who are eligible for care as defined by reference (a).
- e. CDH providers are only eligible for the subsidy program when they continually meet all CDH standards in references (a) through (c) as evidenced on the monthly home visit record.
- f. All certified CDH providers are eligible for recruitment and retention subsidy payments.

4. DEFINITIONS:

CDH is defined as care for up to six children (including the provider's own children under the age of eight) full or part-time by a Navy certified on or off-base provider.

Full-time child care provided on a regular basis for more than 20 hours a week.

Hourly Care provided on an intermittent basis for less than 20 hours per week.

Full-time subsidy for eligible children CDHSP will pay the difference between the established parent fee, based on total family income, and the ceiling established by the command based on local market rates and child care demand.

Sibling Subsidy for eligible children CDHSP will pay the difference between the established parent fee and the ceiling, for siblings 3-5 years old, to encourage providers to care for infants who have older siblings. This equalizes comparable discounts offered in CDCs without penalizing CDH providers. Additionally, if a sibling discount is offered at the CDC (not to exceed 10%) the same discount will be offered in CDH.

Special Needs Subsidy for special needs children will be determined as defined by the Americans with Disabilities Act and on a case by case basis. Medical documentation and a review by the command Special Needs Review Board must be presented to identify condition. Providers who care for special needs children will be subsidized in addition to the weekly or hourly subsidy.

Evening And Weekend Care providers serving parents needing this type of care will receive an additional subsidy per week in addition to the regular subsidy. An additional way to meet these children's needs is through designated hourly care homes.

Designated Hourly/Back-Up Care Homes selected CDH providers who agree to be open and reserve spaces specifically for parents needing hourly care (e.g., drop-in, evenings, back-up care). The subsidy is paid on a per space per day basis in addition to the fee paid by the parents. The parent fee will be an hourly rate according to the local CDP rates.

5. ADMINISTRATIVE PROCEDURES:

- a. The CDHSP shall be under the administrative control of the NAVSTA Smooth Sailing, Morale, Welfare, and Recreation (MWR) Department, Child Development Programs and specifically, the CDH program.
- b. The certifying official will:
 - (1) Insure that all vouchers validated by the CDH Director are correct, proper and legal for payment.
- c. The CDH Director will:
 - (2) Provide general oversight and preparation of requests for subsidy assistance.
 - (3) Market and publicize the CDH subsidy program.

Child Care Functionality Assessment

- (4) Maintain program documentation in order to evaluate its effectiveness. Maintain and provide data to monitor the cost per child including subsidy categories, (i.e., special needs, evenings, hourly care, training, number of children cared for under CDH subsidy, number of participating providers, amount of money paid on a monthly basis, etc.)
- (5) Ensure all eligible parents complete required paperwork for enrollment in CDHSP.
- (6) Review and validate all sign-in sheets and reimbursement claim forms. Submit documents for payment (e.g., vouchers, travel orders, purchase requests, etc.) to the certifying official and appropriate payment office within five working days after completion of services, travel, training, and/or receipt and acceptance of supplies and equipment.
- (7) Recommend approval or denial of CDH provider application for participation in CDHSP.
- (8) Ensure each provider receiving direct care subsidy payments is in compliance with all policies and regulations governing the NAVSTA Smooth Sailing CDH Program.
- (9) Refer all providers who are in non-compliance, to the Quality Review Board for determination of continued participation in the CDHSP.
- (10) Initiate requests for supplies and equipment.
- (11) Initiate appropriate award recommendations and submit justification as required.
- (12) Ensure that accountable CDH equipment is properly inventoried and hand receipted.

- (13) Provide other CDH staff, training in the legal ramifications of certifications, and in procedures to properly prepare vouchers for payment.
 - (14) Establish procedures for hourly child care reservations. Recommend a dedicated phone line to support large programs or publicize the CDH providers phone numbers at small commands.
- d. The CDH provider will:
- (1) Maintain accurate applications and daily records of attendance, to include parent signatures for verification of services provided.
 - (2) Provide accurate and detailed claims for reimbursement to the CDH Director for review in order to receive subsidy payments.
- e. Assist in maintaining the hourly care dedicated phone line to support large programs.

6. PARENT/PROVIDER RESPONSIBILITIES:

- a. All parents must sign in and out on the USDA or CDH attendance sheet.
- b. No providers may claim their own children.
- c. Parents/providers who are receiving state subsidies are not eligible for CDHSP. Parents receiving other agency subsidy (i.e., Family Service Center, Red Cross) may be eligible. The CDH Director will review each situation on a case by case basis.
- d. Providers may not claim another provider's children in the CDHSP. Any exceptions to this rule will be determined on a case-by-case basis by the CDH Director.
- e. If any provider or parent discontinues care, direct subsidy payment discontinues. Parent/provider contracts are in effect until the end of the fiscal year unless terminated by either party with two weeks notice.

Child Care Functionality Assessment

- f. Subsidies will be denied when the provider is found in violation references (a) through (c), (e.g., failure to complete training, over capacity, lack of supervision, unsanitary conditions, etc.). The CDH Director will review each violation on a case by case basis. The QRB will review and determine provider's eligibility for continued participation in the CDHSP.
- g. Falsification of subsidy claims on behalf of the provider or parent (e.g., attendance, total family income, etc.) may result in complete loss of privileges to participate in the Child Development Programs (CDH and CDC).
- h. Full-time subsidy payment will continue in the absence of a sick child. Verification of illness by doctor's note will be required when child is out ill for more than three days.
- i. Full-time fees will be prorated for the provider if the child stops care or starts care in the middle of the week or month.
- j. Full-time subsidy will be paid to the provider when a parent is on vacation, with proof of payment.
- k. Full-time subsidy will discontinue when a provider is on vacation. Subsidy may be provided to the back-up provider if applicable.
- l. Full-time charges include the weekly contracted rate. Additional charges incurred by the parent (e.g., late fees) are between the provider and the parent as specified in their contract.
- m. If a provider is paid and subsidized for a full-time slot and the child is not present, the provider may fill the slot, but will not receive subsidy for that child filling the full-time slot.

- n. Designated hourly providers are required to be at home between the hours of 0700 and 1700, Monday through Friday, or as determined by the CDH staff. Parents must enroll their children in the hourly care program prior to receiving care. Each child must have current immunizations on file at the CDH office.
- o. Reservations for designated hourly care homes are made through the hourly care phone line at a large command, or directly through the provider on a small command. Appointments can only be made for two weeks in advance and on a first come first serve basis.
- p. Health care and military appointments have priority in the hourly child care program. Requested provider's patrons will not be bumped unless all other provider's spaces are filled. When utilizing this program for health care appointments, a confirmation slip must be completed by the health care provider and returned to the CDH provider at pick-up time.
- q. Patrons are required to pay an hourly care fee. E4 and below patrons pay a lower hourly fee per child per hour. NOTE: Commands may elect not to charge E4 and below patrons for health care appointments if the appropriate documentation is provided at time of pick up. All other payments are to be made the same day as services are rendered.
- r. Designated hourly care providers at large commands will call in each morning between 0600 and 0700 to confirm availability. If call is not received, it will be assumed that the provider is not available for appointments and subsequently will not be paid for that day.
- s. There will be a late charge per child for failing to pick your children up by 1700 unless pervious arrangements have been made with the provider. If at any other time the parent is late in picking up their children and causes an inconvenience for the next scheduled appointment they will be charged the late fee. If this happens again they may lose the use of the program.

Child Care Functionality Assessment

- t. Designated hourly care providers may request time off by calling the CDH Director and providing the time and day off needed. If time off is requested for mid-morning or mid-afternoon, ½ of the daily rate will be deducted from payment. Providers will not receive payments for days off or periods of inactivity.

7. PARENT FEES:

- a. Parents participating in the direct care full-time CDHSP will be charged fees based upon total family income. Parents will complete the Application For Department of Defense Child Care Fees (DD Form 2652, OCT 1998). Fees will be established annually using the sliding scale fee ranges established by the Office of the Secretary of Defense (OSD).
- b. Fees will be determined by using DD form 2652, Application for Department of Defense Child Development Center Fees. CDP Staff will review the sponsor's most current Leave and Earning Statement plus his/her spouse's most current Leave and Earning Statement (if applicable) and apply it to DD Form 2652. The definition of total family income will be applied to this form.
- c. Enrolled CDH providers will charge parents a set parental fee based on their total family income. The parental weekly fee will be as follows and effective 1 Oct of each year:

	Categories	Per Child
CAT I	0-\$23,000	\$ xx
CAT II	\$23,001-\$34,000	\$ xx
CAT III	\$34,001-\$44,000	\$ xx
CAT IV	\$44,001-\$55,000	\$ xx
CAT V	\$55,000-plus	\$ xx
CAT VI	\$70,000-plus	\$ xx

- d. Fees are revised annually. At the time of the fee review, each parent is required to sign an agreement stating that these fees will be in effect through 30 September of each year.

- e. Parents not providing the required income documentation within a period of thirty (30) days will be charged the highest fee.
- f. Designated hourly care home providers will charge a set hourly fee per hour per child. E4 and below parents may be charged a reduced rate per hour per child. For medical appointments E4 and below patrons may not be charged and the command may reimburse the CDH provider the amount of the hourly rate.

8. SUBMISSION FOR PAYMENT OF CASH SUBSIDIES:

Fyxx	SAMPLE	Billing Cycles			
		Begins	Ends	#Weeks	Invoice Due
1		27 Sep xx	31 Oct xx	5	05 Nov xx
2		01 Nov xx	28 Nov xx	4	03 Dec xx
3		29 Nov xx	02 Jan xx	5	07 Jan xx
4		03 Jan xx	30 Jan xx	4	04 Feb xx
5		31 Jan xx	27 Feb xx	4	04 Mar xx
6		28 Feb xx	27 Mar xx	4	01 Apr xx
7		28 Mar xx	01 May xx	5	06 May xx
8		02 May xx	29 May xx	4	03 Jun xx
9		30 May xx	26 Jun xx	4	01 Jul xx
10		27 Jun xx	31 Jul xx	5	05 Aug xx
11		01 Aug xx	28 Aug xx	4	02 Sep xx
12		29 Aug xx	25 Sep xx	4	30 Sep xx

- a. CDH providers will follow established procedures and submit all required forms to the CDH Director within 5 calendar days of the of the claim period.
- b. Within five working days of receipt, the CDH Director will validate all claim forms and verify accuracy. Then the CDH Director will complete a Purchase Request and forward for payment through the appropriate NAF or APF business office.
- c. The subsidy check will be issued and mailed to the provider or directly deposited to the provider's financial institution within 15 days of invoice date.

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9. PAYMENT FOR RECRUITMENT AND RETENTION SUBSIDY INCENTIVES

- a. CDH Director will develop procedures and document loans and grants (e.g., insurance, training, CDA, etc.).
- b. CDH providers will submit all claim forms for cash incentives (e.g., completion of training, recruitment bonus, etc.) to the CDH Director by the fifth day of the month. The CDH Director will validate all claim forms and forward for payment through the appropriate NAF or APF business office.
- c. A check will be issued and mailed to the provider or directly deposited to the provider's financial institution within 15 days of invoice date.
- d. CDH Directors will maintain documentation all non-cash incentives (e.g., Lending Library, recognition items, awards, etc.). Sample Forms are provided in enclosure (1).
- e. Documentation will be available for review during command audits.

10. PROCEDURES FOR CASH AND NON-CASH RECRUITMENT AND RETENTION INCENTIVES

- a. CDH staff shall provide items such as child safety locks, art supplies, and curriculum ideas to CDH applicants during the initial orientation training.
- b. CDH providers will have access to the CDH Lending Library to prepare their home learning environment with borrowed items (e.g., port-a-cribs, cots, infant/toddler toys and equipment, art supplies, fire extinguishers, child safety locks, infant monitors, strollers, etc.).
- c. Providers will receive professional recognition materials. PERS-659 will provide a CDH House Flag, t-shirt, outlet covers, key chain, magnet, pen, and CDH plaque to each applicant who successfully completes certification requirements. Local CDH Directors will provide a portfolio with CDH letterhead, note cards, envelopes and calling cards to CDH providers.

- d. The Morale, Welfare and Recreation (MWR) Fund will provide an interest free loan to be repayable within 30 to 90 days for payment of liability insurance premium.
- e. Each certified provider who recruits another provider who stays certified for a minimum of 90 days will receive a cash bonus. There is no limit to the number of applicants a provider can recruit other than maximized caseload numbers.
- f. Each provider will receive a cash bonus for the first annual certification provided they complete the required 24 hours of monthly training including at least seven modules. Each provider will receive an additional cash bonus upon second annual certification and completion of 24 hours of monthly training including completion of all thirteen training modules.
- g. Cash grants will be given to providers to cover training costs (e.g., Child Development Associate (CDA) credentialing, Military Home Accreditation (MHA), membership and attendance at professional workshops, and training beyond the Navy CDH Standardized Training Plan). Invitational travel orders can be used to subsidize direct costs associated with travel and training for CDH providers (e.g. attend local, state, and national conferences, higher education seminars, etc.).
- h. Child care will be provided to CDH applicants and providers during initial orientation training and monthly training meetings. Providers who do not successfully complete the initial certification training must repay the cost of child care.

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- i. Items such as plaques, certificates or medals for significant actions will be awarded to CDH providers. Awards may include Certificates or Letters of Appreciation, and Department of the Navy Civilian Service, Service Awards, etc. Actions are to be evaluated on a case by case basis, with recommendations and justifications submitted per command SOP.

I.M. INNOVATIVE
CAPT, USN

DISTRIBUTION:

NAVSTA SMOOTH SAILING CDP Staff
NAVSTA SMOOTH SAILING CDH Providers
NAVSTA SMOOTH SAILING QRB Members

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**Provider Introduction Letter
(Sample)**

1 October xxxx

From: MWR CDH Director
To: CDH Providers

Subj: CDH DIRECT SUBSIDY PROGRAM

1. Naval Station Smooth Sailing has established a direct cash subsidy payment program. CDH remains the fastest, most cost effective way to expand Navy child care. CDH is also a large contributor to spouse employment and has a positive effect on military family's Quality of Life.

2. The CDHSP provides in-home child care to active duty military parents at the same weekly rates as in the child development center. Direct care cash subsidies are also available for designated hourly and back-up care. The parent subsidy program will focus on meeting our unmet demand for infants and pre-toddlers, extended hours care, and care for children with special needs. Additionally, we have built in several cash and non-cash recruitment and retention incentives to CDH providers. We hope these incentives will encourage you to make a long term commitment to a CDH career.

3. Please take time to read the attached standard operating procedures (SOP) and return the CDHSP Provider Application to the CDH office at your convenience. If you have any questions please call the CDH Director, Patty Professional at 123-4567. We look forward to hearing from you!

MWR Director

**Provider Application
Child Development Home Subsidy Program (CDHDSP)**

1. Pursuant to the Military Child Care Act (Public Law 101-189), as a certified CHILD DEVELOPMENT HOME (CDH) provider, I understand that I may be eligible to receive direct care cash subsidies for eligible children enrolled for care in my home as well as recruitment and retention cash incentives. I hereby request to participate in the CDHDSP beginning _____.

(Date)

2. I understand that to be eligible for direct cash subsidies, I must be in compliance with OPNAVST 1700.9 D, the NAVSTA Smooth Sailing CDH Standard Operating Procedure (SOP) and local base instructions.

3. I have read the CDHSP SOP and understand all requirements as a participant in this program.

4. I understand that the CDH Director, in conjunction with the CDH Quality Review Board, may limit the number of children I may care for as well as the extent of my participation in the CDHSP.

5. I understand that my own children will not be eligible for direct care subsidies but will be counted in the ratios required in OPNAVINST 1700.9D.

6. I understand I will charge parents a set weekly fee based on their total family income and for hourly care, a fee determined by the command. The weekly parental fees will be as follows and effective 1 Oct xxxx:

Categories		Per Child
CAT I	0-\$23,000	\$ xx
CAT II	\$23,001-\$34,000	\$ xx
CAT III	\$34,001-\$44,000	\$ xx
CAT IV	\$44,001-\$55,000	\$ xx
CAT V	\$55,000-plus	\$ xx
CAT VI	\$70,000-plus	\$ xx

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7. I understand I will be reimbursed up to \$xx per child (0-35 months) per week and \$xx per sibling (3-5 years) per week. Total provider income (parent fee plus full-time subsidy payment) will not exceed \$xx per week per child and \$xx per sibling per week.

8. I understand that when a child begins care, a completed parent enrollment form and parent/provider contract must be submitted within five working days after signing the child up for care. Child attendance sheets with parent signatures must be submitted with each claim for reimbursement per the SOP.

9. I understand I will submit a monthly invoice for payment to the CDH Director no later than five days after the last day of the claim period. Direct subsidies will be paid to me within 10 days after verification by the CDH Director. Claims that the CDH office receives later than five days after the last claim day will be paid the next month. Claims received later than 60 days will not be paid.

I understand that signing this application does not make me an employee of the United States Government, nor does it constitute a contract with the United States Government or the local CDH office.

I understand that I must be approved and sign a separate contract to serve as a Designated Hourly Care Provider.

I understand that falsifying or misrepresenting any information will result in termination from the CDHDSP, may result in suspension or termination from the CDH Program, and may further result in State or Federal prosecution.

CDH Provider's Print Name

CDH Provider Signature/Date

Social Security Number

CDH Director's Signature/Date

Child Attendance Sheet

[illegible]

Child Care Functionality Assessment**CDH Monthly Reimbursement Claim Form**

PAYMENT PERIOD	PROVIDER: ADDRESS: CITY: STATE: ZIP:			SSN: PHONE: ZIP:	
CHILDREN'S NAMES	DOB MMDDYY	PARENT FEE	SUBSIDY FEE	# OF WEEKS OR HOURS	TOTAL
O-11 months					
12-23 months					
24-35 months					
Siblings					
Additional Special Needs					
Extended Hours					
Backup Care					
				TOTAL DUE:	

I have cared for the above listed children during this payment period and request the direct subsidy payment as totaled. I have submitted the parent enrollment forms and attendance forms for verification. I understand that falsifying or misrepresenting information on this report will result in termination from the direct subsidy program; may result in suspension or revocation of CDH certificate, and may lead to State and Federal prosecution.

Provider's Signature Date

Date report received in CDH office _____.

I certify that the information on the number, ages, and hours of care for children claimed is correct and that the amount of direct subsidy payment due the CDH provider is correct according to paperwork submitted by the CDH provider.

Signature of verifying CDH Staff

Date

I certify that this is correct and proper for payment.

Signature of CDPA (regional only)

Date

Hourly Care Program Parent Contract

The Hourly Child Care Program is designed for short term care and not for regular and consistent care. This care cannot exceed 20 hours per week. The Hourly homes are open Monday through Friday 0700 til 1700.

Navy CHILD DEVELOPMENT HOME has an agreement with _____ to provide Hourly Child Care services for the following child(ren)

_____.

These services will begin on _____. I understand this contract is not valid until a copy of my child(ren)'s shot record has been furnished. I understand this contract must be renewed annually every September.

Initials_____

FEES

I agree to pay a fee of _____ per hour, per child, to the Navy CDH Hourly Care provider who is providing services. I agree to pay a late fee of \$XX per 5 minutes for failure to pick up my child by 1700 unless previous agreements have been made with the provider. Payments are to be made the same day as services are rendered.

Initials_____

RESERVATIONS

I understand I must make reservations by calling #____-____. Reservations may be made for only two weeks in advance on a first come first serve basis. I understand that patrons with military and health care appointments have first priority. When utilizing this program for healthcare appointments, a confirmation slip must be completed by the healthcare facility. I agree to furnish a confirmation slip when picking up my child. I understand that if the confirmation slip is not furnished I will be required to pay any accumulated fees.

Initials _____

Child Care Functionality Assessment

PROGRAM REQUIREMENTS

I understand I am to provide all special items required for caring for the child (e.g., formula, bottle, baby food, diapers wipes, change of clothes, jacket, etc.) The provider may charge a fee for items not provided.

Initials _____

I understand fees will include meals and snacks for the children. I will inform the provider if my children will arrive from school and need to be fed. Meals and snacks are served between these hours.

Breakfast	0730-0830
AM Snack	0930-1030
Lunch	1130-1230
PM Snack	1430-1530

Initials _____

I understand a child with a contagious illness (chicken pox, pink eye, etc), fever of 101 or higher, diarrhea, or vomiting will not be accepted for care.

Initials _____

I understand providers have a two hour quiet/nap time. This time is between the hours 1230 and 1430. All children arriving during these hours will be provided with a nap or quiet toys, whichever is requested by the parents.

Initials _____

Name of parent (please print)

Parent signature

Rank

Social Security Number

Address

Phone Number

Approving Signature

Date

Designated CDH Hourly Care Provider Contract

I, _____, have agreed to open my CDH home as a designated hourly child care.

I agree to the following conditions:

- (a) I will maintain compliance with OPNAVINST 1700.9D, local base instruction, CHILD DEVELOPMENT HOME Subsidy Program (CDHSP), and Hourly Child Care Subsidy Program (HCCSP).
- (b) I will offer this service for a period of _____.
- (c) I will hold _____ spots open for hourly care only.
- (d) I will be present in my home between the hours of 0700 and 1700, Monday through Friday.
- (e) I understand that the referral specialist will schedule appointments for the hourly slots and that I will be notified in advance of schedules. I further understand that registration cards and other required records will be maintained in the CDH office.
- (f) I will receive \$_____ per day as a designated CDH hourly provider, to be paid when the CDHSP checks are issued. No HCCSP money will be paid for federal holidays (unless the provider is on call through prior arrangements with the CDH office) or when the provider chooses to close her child care facility.
- (g) I will charge \$XX per child per hour, which I will retain for services rendered. I understand that for medical appointments E-4 and below, I may submit a validated voucher in lieu of the \$XX per child per hour, which will be paid when the CDHSP checks are issued.
- (h) I understand that the hours I take off during the work day will be accumulated and will be subtracted from my total payment amount at the end of the month. If time is taken off mid-morning or mid-afternoon the whole morning or afternoon will be deducted.
- (i) I will maintain CDH professionalism as regards confidentiality, regulations, program, record keeping, grooming, and appearance of my day care home. I understand that as an hourly provider, I will maintain my home to the highest of standards.

CDH Provider Signature

Date

CDH Director Signature

Date

Military/Health Care Confirmation Notice

_____ attended a military/health care appointment
on _____.
Date (circle one)

Name of person verifying information

Signature

Provider Recruitment and Retention Incentive Program

I _____ request to receive the following cash incentives:

_____ Insurance Loan. I agree to repay MWR \$_____ on _____.
Date

_____ I request to receive a cash incentive for completion of all training requirements for annual certification. My certification was reviewed by the Quality Review Board and approved on _____.
Date

_____ I request a Training Grant for the amount of \$_____, for the purpose of _____.

_____ I will need child care during the monthly training on _____.
Date
for my children ages _____, _____, and _____.

I have received the following items from the CDH Lending Library. I understand I must return all items prior to discontinuing care.

Lending Library Record

Provider	Item	Date Checked Out	CDH Staff Initials	Date Returned	CDH Staff Initials

Provider Signature

Date

CDH Director

Date

Child Care Functionality Assessment

Request for Back-up Care

To be completed by CDH Provider requesting care:

Provider Name			PHONE:
Dates Care Needed	Times	# Hours	Reason
	to		
	to		

Comments:

Signature

Date

Approved

Disapproved

Comments:

CDH Director

Date

To be completed by Back-up Provider:

Dates Care Provided	# of Hours	Provider Initials	Back-up Provider Initials

I certify that the above care was provided on the dates listed above and that the information provided is correct and accurate.

CDH Director

Date

CDH Back-up Provider Signature

Date